



SOUTHERN LUZON STATE UNIVERSITY
Human Resource Management Office

NOTICE OF VACANT POSITIONS
For Non - Teaching

This Office hereby announces the following vacant positions, to wit:

POSITION TITLE : **MEDICAL OFFICER III**
NO. OF VACANCIES : 1
SG : 21
MONTHLY SALARY : 73,303.00
PLANTILLA ITEM NO. : SLPCB-MDOF3-1-1998
PLACE OF ASSIGNMENT : SLSU LUCBAN - UHS

MINIMUM QUALIFICATIONS:

EDUCATION : Doctor of Medicine (M.D.) degree
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080 – Physician's license
COMPETENCY : Managing clinical duties, shifts, emergencies, and health programs, conducting clinical studies, analyzing data, and preparing reports and understanding and enforcing public health laws and organizational procedures

POSITION TITLE : **LEGAL ASSISTANT III**
NO. OF VACANCIES : 1
SG : 14
MONTHLY SALARY : 38,764.00
PLANTILLA ITEM NO. : SLPCB-LEA3-35-2022
PLACE OF ASSIGNMENT : SLSU LUCBAN - LEGAL OFFICE

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree relevant to the job (BS Legal Management, AB Paralegal Studies, Law, Political Science, or other allied courses)
EXPERIENCE : 1 year of experience in legal work such as preparation of pleadings, legal opinions and memoranda or legal research
TRAINING : 8 hours of training relevant to legal work such as legal, ethics, legal research and writing, or legal procedure
ELIGIBILITY : Career Service (Professional) / Second-Level Eligibility
COMPETENCY : Excellent written and verbal communication skills; Basic knowledge in computer operation such as Microsoft Office, Excel, Powerpoint, use of the interne

✓ POSITION TITLE : **ACCOUNTANT I**
NO. OF VACANCIES : 1
SG : 12
MONTHLY SALARY : 33,947.00
PLANTILLA ITEM NO. : SLPCB-A1-1-2001
PLACE OF ASSIGNMENT : SLSU LUCBAN - ACCOUNTING OFFICE

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree in Commerce or Business Admin major in Accounting
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080 (Certified Public Accountant)
COMPETENCY : With knowledge on government accounting; With work experience in government accounting; Computer literate

POSITION TITLE : ACCOUNTANT II
NO. OF VACANCIES : 1
SG : 16
MONTHLY SALARY : 45,694.00
PLANTILLA ITEM NO. : SLPCB-A2-19-2022
PLACE OF ASSIGNMENT : SLSU TAGKAWAYAN - ACCOUNTING OFFICE

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree in Commerce or Business Admin major in Accounting
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : RA 1080 (Certified Public Accountant)
COMPETENCY : With knowledge on government accounting; With work experience in government accounting; Computer literate

POSITION TITLE : ADMINISTRATIVE OFFICER IV
NO. OF VACANCIES : 1
SG : 15
MONTHLY SALARY : 42,178.00
PLANTILLA ITEM NO. : SLPCB-ADOF4-18-2022
PLACE OF ASSIGNMENT : SLSU TAGKAWAYAN - BUDGET OFFICE

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : Career Service Professional / Second Level Eligibility
COMPETENCY : Familiar on government accounting and bugeting; Computer literate

POSITION TITLE : ADMINISTRATIVE OFFICER IV
NO. OF VACANCIES : 1
SG : 15
MONTHLY SALARY : 42,178.00
PLANTILLA ITEM NO. : SLPCB-ADOF4-17-2004
PLACE OF ASSIGNMENT : SLSU TAGKAWAYAN - HRMO

MINIMUM QUALIFICATIONS:

EDUCATION : Bachelor's degree relevant to the job
EXPERIENCE : 1 year of relevant experience
TRAINING : 4 hours of relevant training
ELIGIBILITY : Career Service Professional / Second Level Eligibility
COMPETENCY : With adequate knowledge in HR processes/ operations in SUCs

POSITION TITLE : GUIDANCE COUNSELOR III
NO. OF VACANCIES : 1
SG : 13
MONTHLY SALARY : 36,125.00
PLANTILLA ITEM NO. : SLPCB-GUIDC3-1-2001
PLACE OF ASSIGNMENT : SLSU TAGKAWAYAN

MINIMUM QUALIFICATIONS:

EDUCATION : Master's degree in Guidance and Counseling
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080 (Guidance Counselor)
COMPETENCY : Skills and knpwledge in counselling various types of clients and in different guidance activities and interventions

POSITION TITLE : GUIDANCE COUNSELOR I
NO. OF VACANCIES : 1
SG : 11
MONTHLY SALARY : 31,705.00
PLANTILLA ITEM NO. : SLPCB-GUIDC1-1-2001
PLACE OF ASSIGNMENT : SLSU TAGKAWAYAN

MINIMUM QUALIFICATIONS:

EDUCATION : Master's degree in Guidance and Counseling
EXPERIENCE : None required
TRAINING : None required
ELIGIBILITY : RA 1080 (Guidance Counselor)
COMPETENCY : Skills and knowledge in counselling various types of clients and in different guidance activities and interventions

Applicants should **submit within ten (10) calendar days** from the date of its publication to the Human Resource Management Office at the 2nd Floor of SLSU Administration Building, Lucban, Quezon or at the HR Office Administration Building SLSU- JGE Campus Brgy. Rizal, Tagkawayan , Quezon hardcopies of the following requirements:

1. Letter stating the specific position applied for;
2. Properly accomplished Personal Data Sheet (PDS) with latest passport size picture
3. Copy of the latest Performance Rating (if applicable);
4. Certified True Copy of the following:
 - * Certificate of Eligibility or License;
 - * Transcript of Records
 - * Diploma
 - * Certificate of Employment with actual duties and responsibilities and/or job Description;
 - * Certificate of Training or seminar attended
 - * Work Experience Sheet (WES) CS Form No. 212

Applications with incomplete requirements shall not be entertained.

SOUTHERN LUZON STATE UNIVERSITY observes the "EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP)".

All applicants are welcome to apply regardless of age, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, and indigenous cultural affiliation.

Prepared by:

MARGARITA L. PLACINO, MPA
Director HRMO

Recommending Approval: ✓

ARVIN N. NATIVIDAD, DIT
Chairperson of the HR Merit, Selection and
Promotion Board for Non - Teaching Personnel

Approved

FREDERICK I. VILLA, DT
University President

FEB 02 2026

Date of Posting